

## ProjectWise – Controlling Office Integration

For ProjectWise SS4 v08.11.11.574 and newer

### Overview

Office products that may be integrated with ProjectWise are Excel, Outlook, PowerPoint, and Word.

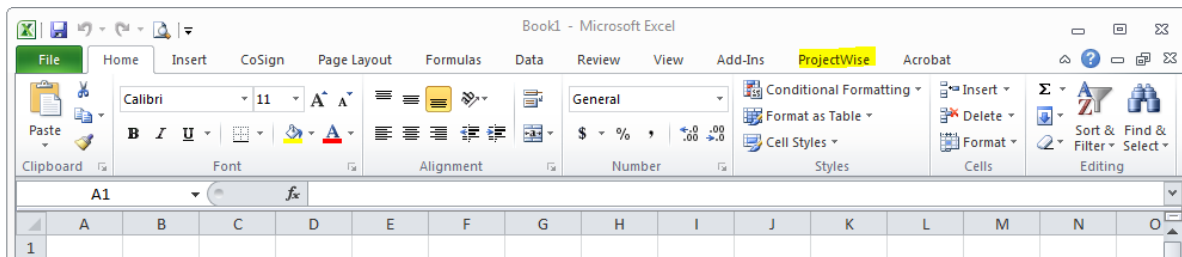
Integration means that when you initiate Excel, PowerPoint, or Word from the desktop and select either *File > Open* or *File > Save As*, they default to ProjectWise locations. This first displays a ProjectWise dialog. If *Cancel* is selected, the Office product displays the “normal” dialog listing local and network drives.

When ProjectWise is not integrated, the *File > Open* and *File > Save As* commands will default to the appropriate Windows dialog. The Office products will behave as if ProjectWise was not present.

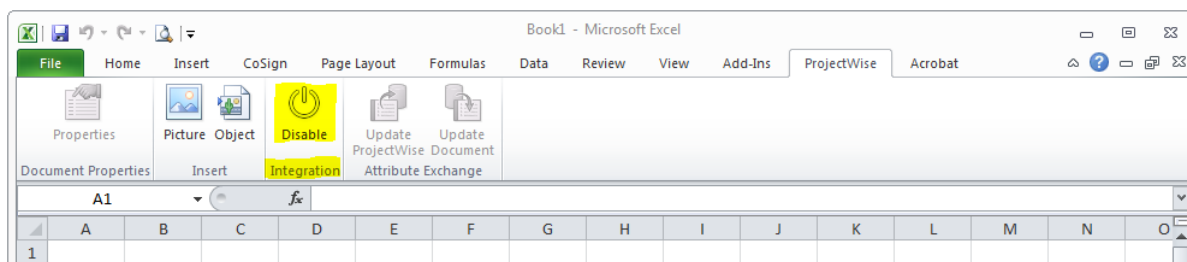
ProjectWise SS4 includes a new approach to controlling integration with these products. This tech note covers how to control ProjectWise integration with these products.

### For Excel, PowerPoint, and Word

1. Open the Office product.
2. Select the *ProjectWise* ribbon.



3. Note the Integration button



If the button indicates “**Disable**”, then ProjectWise is currently **enabled**. Clicking the button will disable ProjectWise integration and will switch the button to read “**Enable**”.

This will persist until toggled.

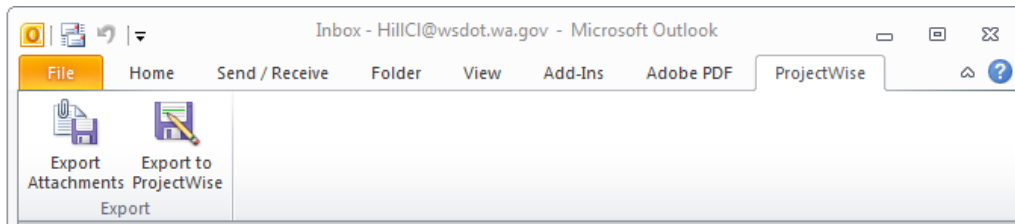
## For Outlook

Outlook does not integrate to the same level as other MS Office products.

ProjectWise integration with Microsoft Outlook lets you:

- Save messages to ProjectWise directly from Microsoft Outlook.
- Save message attachments to ProjectWise directly from Microsoft Outlook.
- Attach ProjectWise documents, or links to documents, to a new message

The ProjectWise ribbon does not include an integration button:



For questions or comments on this tech note, contact your regional CAE Support Coordinator or the WSDOT CAE Help Desk at (360) 709-**8013**.